

**DIVISION OF WATER  
BACKFLOW COMPLIANCE OFFICE  
Approved Tester Registration Payment Form  
Effective February 22, 2016**

	A	B	C	D	E	F
See Instructions	Tester Name	ODOC Cert. #	New tester for current year ending Feb 15, 20 <input type="text"/> \$100	New tester for only next year, beginning Feb 16, 20 <input type="text"/> (Accepted between Nov 16 – Feb 15) \$100	Renewal for year beginning Feb 16, 20 <input type="text"/> (Not accepted between Mar 18 – Nov 15) \$25	Sub-Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
Company name:				Date:	(G) Total due:	

Form Instructions:

Note: Registration year runs from February 16 to February 15 of the next calendar year. Payment for the next registration year will not be accepted before November 16. Renewal fee must be received by Feb. 15 or approval will be revoked.

**Heading** – Write in Columns C, D, and/or E the requested date for the registration year this payment should be applied to. For instance, if renewing in December 2016, the renewal would be for the registration year beginning 2/16/2017.

- A.** List first name, middle initial, last name, and suffix (e.g. Jr.) for each tester covered by this payment.  
**B.** List the Ohio Department of Commerce backflow certification number for each tester.  
**C.** New tester, approval for the current registration year – Write \$100 in Column C in the same row as the tester's name.  
**Approval for a specific registration year is only valid from the date of approval until February 15.**  
**D.** New tester, approval for the upcoming registration year – Write \$100 in Column D next to the tester's name.  
**E.** Registration renewal – Write \$25 in Column E next to the tester's name. Only the following are eligible for renewal:

- Currently approved testers, or
- Within a 30-day grace period (ending March 16), testers lapsed for not paying the annual registration fee, or
- Between November 16 and February 15, new testers seeking approval for current registration year

**Testers whose approval has lapsed more than 30 days for any reason are considered New Testers.**

- F.** In Column F, subtotal the fees for each tester  
**G.** Add all subtotals and write the total payment due next to "Total due". Payments by check payable to *Columbus City Treasurer* or cash may be made at the City of Columbus, Department of Public Utilities, Revenue Reception Office, 910 Dublin Road, Columbus, OH 43215. **Do not send cash by mail.**

Refer to the *Credentials Expiration List* at [www.Columbus.gov/backflow/testers](http://www.Columbus.gov/backflow/testers) for a complete list of expiration dates used by Backflow Compliance Office. Testers must provide up to date documentation to the Backflow Compliance Office.